

DELONE CATHOLIC HIGH SCHOOL

LETTER OF RECOMMENDATION REQUEST FORM

Reminder: Teachers must be given two weeks' notice of the need for a letter of recommendation.

Student Name		Grade		Homeroom		Date		
Teacher/Counselor/Administrator								
		<i>Please list all that apply. Copies may be made after completing the request.</i>						
Please write a letter to the following school or agency for me.								
Name of College or Agency								
Address of College or Agency								
Postmark/Deadline Date								
Please give letter to my guidance counselor,					or		Please send the letter directly.	
			<i>Name of Counselor</i>					
I need this letter of recommendation for one or more of the following reasons, which I have checked:								
<input type="checkbox"/> Required for Admission		<input type="checkbox"/> Contest Competition						
<input type="checkbox"/> Financial Aid		<input type="checkbox"/> Explain weakness on academic record						
<input type="checkbox"/> Scholarship Competition		<input type="checkbox"/> Other (please specify) _____						
Is a specific form required?		Yes		No				
<i>Students: So that a complete letter of recommendation can be prepared, please complete the following sections. If you need more space, you may attach additional sheets as needed.</i>								
High School and Community Activities (list activity and year of participation):								
Awards Received, if applicable (list name and year of award):								
Part-time Employment (list employer, duties and hours worked per week):								
School Subjects taken during current year:								
Favorite High School Subjects:								
Volunteer Activities (include Works of Mercy Activities):								

What major academic fields and related careers have you seriously considered? Why do they interest you?

What do you consider your greatest talent or valuable qualities? Explain.

What would you change about your high school experience if you could?

Describe a significant service project you have completed, if applicable:

What obstacles have you had to overcome, if any?

Is there something in your past accomplishments or personal qualities of which you are particularly proud? Explain.